



STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH

Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

PERSONNEL COMMITTEE

Montgomery Bell State Park
Thursday, November 2, 2006
4:30 p.m.

MINUTES

Committee Members Present

Sue Pilson, Chair
Tim Goldsmith
Marti Herndon
Trudy Hughes
Jerry Maness

Commission Member Present

Cindy Durham, TCCY Chair

Staff Present

Linda O'Neal, Executive Director

Chair Pilson called the meeting to order at 4:20 p.m.

I. Approval of July Minutes

MOTION: IT WAS MOVED (MANESS) AND SECONDED (HERNDON) TO APPROVE THE JULY 27, 2006 MINUTES. UNANIMOUSLY CARRIED.

II. Personnel Update – Linda O'Neal

In addition to the September retirement of Southeast Regional Coordinator Marilyn Davis, O'Neal reported staff changes include Ashok Midha transferring to the Department of Transportation and Vickie Morgan remaining on the TCCY payroll but physically moving to the Department of Finance and Administration where she will support our accounting efforts. A "soft" register was pulled for the Southeast Coordinator position, and some who had indicated interest in being considered were not on the register. After their applications are rated, a register will be pulled and the position filled. O'Neal reported she and supervisors are addressing employee performance issues as they arise.

O'Neal reported agency staff received a total of \$237,000 in salary increases for fiscal year 2006-2007. This is a combination of across the board increases, classification/compensation

increases, and compression increases. She expressed appreciation to the committee members, especially Durham, for efforts to increase staff salaries.

III. Follow-up on Staff Feedback Survey Responses – Linda O’Neal

O’Neal reported she had taken three steps related to the staff feedback survey responses. At the first staff meeting following the July Commission meeting, she provided staff with a copy of the numerical responses that did not include any comments. She also compiled and organized information from the responses into a list of expectations for supervisors and met with them to discuss ways communication and interaction within the agency could be improved. Third, in a staff meeting, she discussed with all staff the responses to the survey and the expectations for supervisors. Staff expressed interest in having the survey performed again in 2007, and probably every two years thereafter. The committee will consider this.

IV. Report of Executive Director Personnel Evaluation – Cindy Durham

Durham reported O’Neal had completed a self-evaluation, and members of the executive committee completed an evaluation of O’Neal. Durham shared the results of the evaluation process with O’Neal.

V. Other Business

O’Neal reported there had been no activity related to litigation pending against the agency since the last meeting.

**IT WAS MOVED (DURHAM) AND SECONDED (HUGHES) TO ADJOURN.
UNANIMOUSLY CARRIED.**

The committee adjourned at 5:00 p.m.

Minutes Submitted by:

Minutes Approved by:

Linda O’Neal
TCCY Executive Director

Sue Pilson, Chair